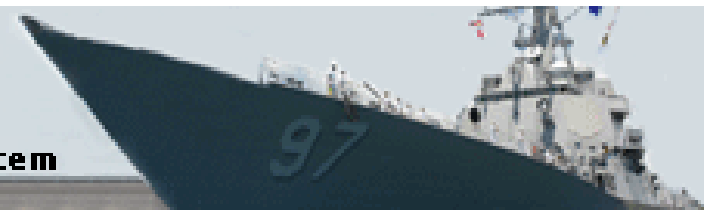


CIMS HOW TO: SAAR Form- Supervisor Role

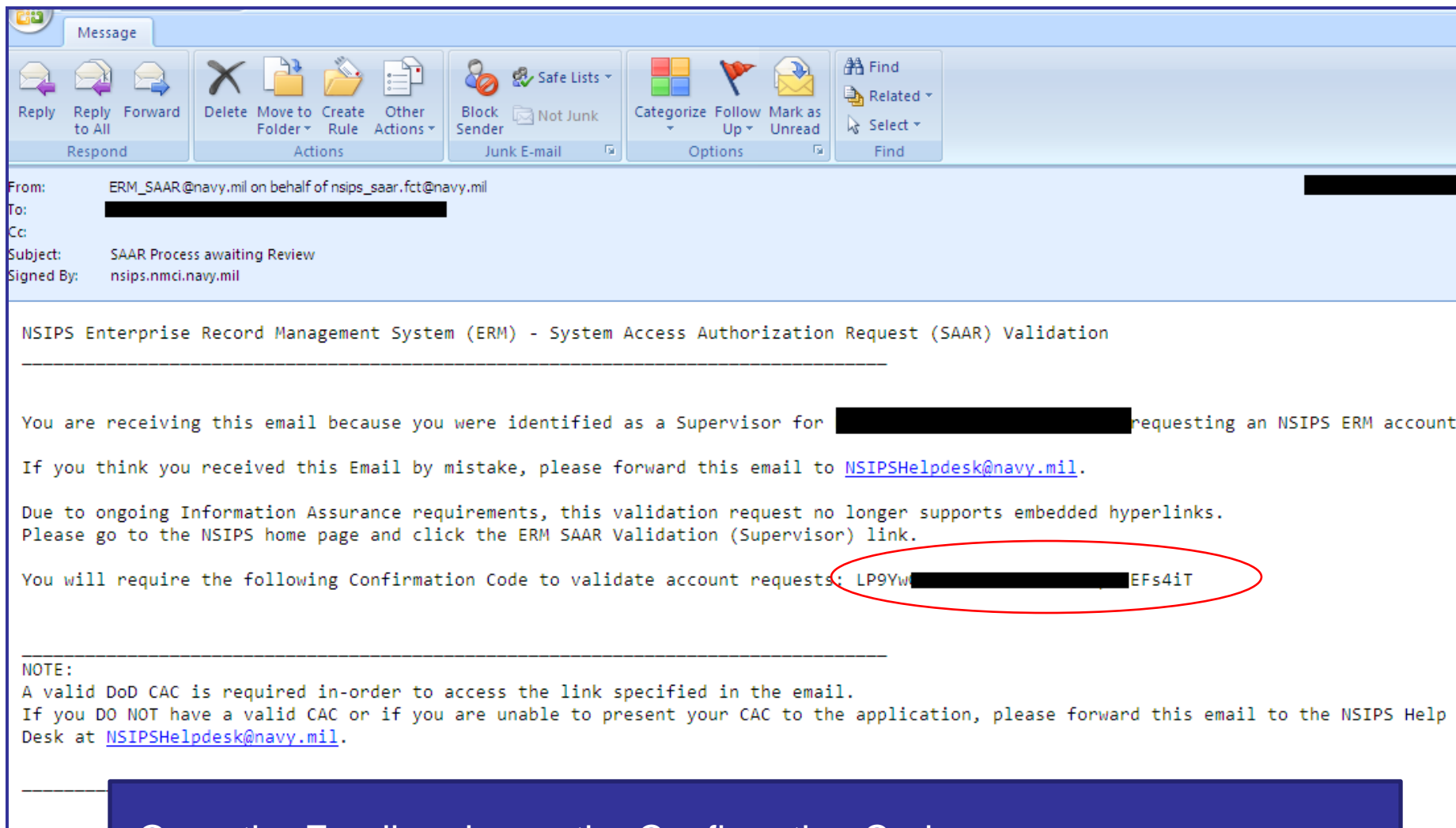


Navy Standard Integrated Personnel System





SAAR Form- Supervisor Role



-Open the Email and copy the Confirmation Code

SAAR Form- Supervisor Role



Navy Standard Integrated Personnel System

System Status: **Online**

Wednesday, May 1

DoD CAC Authentication



Logon

System Access Authorization Request (SAAR)

- » [New Users \(NSIPS, ESR, CIMS, Web Ad Hoc\)](#)
- » [ESR Self-Service \(New Users\)](#)
- » [ERM SAAR Validation \(Supervisor\)](#)

User Information

- » [ESR Self-Service Login Instructions](#)
- » [Civilian Employer Information \(CEI\) Login Instructions](#)
- » [Create ESR View Only Account Instructions](#)

Documentation & Training

- » [ESR Self-Service Desk Guide](#)
- » [ESR Frequently Asked Questions \(FAQ\)](#)
- » [E-Leave Job Performance Aids \(JPA\)](#)
- » [Pers/Pay Job Performance Aids \(JPA\)](#)

Menu



SAAR Form- Supervisor Role



ERM SAAR Review/Verification Process

Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code:

LP9Y [REDACTED] 4iT

Confirm

Supervisor Details

Please enter your details in the Section provided. Your details must match those specified in the SAAR Form.

-Ensure you put your information just as it was entered. If it not put in correctly you will not be able to continue.

-Example – SAILOR,JOE D (No space between comma and your first name)

Name:

[REDACTED]

(Last,First Middle)

SSN:

[REDACTED]

(XXX-XX-XXXX)

Email Id:

[REDACTED]

Phone:

[REDACTED]

SUBMIT

RESET

SAAR Form- Supervisor Role



System Access Authorization Request - (SAAR)

PRIVACY STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems or records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552A(b) of the Privacy Act.

ERM SAAR - Type

☒ Initiate ☐ Modify ☐ Delete ☐ Un-Lock Account

User Profile

General Attributes

Empl ID: [REDACTED] Name: [REDACTED]
 Department: 55 [REDACTED] MIL COMMUNITY MGMT MILL TN
 Rank/Rate: N [REDACTED] Account Type: Military Telephone: 75 [REDACTED]
 Email Address: [REDACTED] Official Email Address

Security Type & User Roles

JUSTIFICATION

Ensure there is a Justification with every SAAR you approve.

Ex. – Member is serving as Departmental Career Counselor for UIC 99999.

Verify Member has the appropriate items checked for level of access receiving.

-Departmental / Divisional CC's do not need NRMS access.

Corporate User

☐ Corporate User?

This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office

☐ ANO User?

CIMS User

☒ CIMS User?

Career Information Management System

POEMS User

☐ POEMS User

PCS Obligation & Expenditure Management System

e-Leave

☐ e-Leave Command Administrator

eLeave is a Sub-System in the Enterprise Database.

Security Type

☐ Pay & Personnel Offices

☒ Command/Fleet Users

Navy Retention Monitoring System

☐ CNO Access

☐ CCC Access

☐ Fleet Access

☐ OCNO Access

Navy Retention Monitoring System access groups:
 OCNO - Allows access to officer analytics.
 CNO, CCC, and Fleet - Allow access to enlisted analytics.

Admin Level Roles

☐ Admin Level - Create

☐ Admin Level - Approve

☐ Admin Level - Inquiry

☐ ANO - Create

☐ ANO - Approve

☐ ANO - Field User

☐ Command Career Counselor

☒ Dept/Div Career Counselor

☐ Sponsor Coordinator



SAAR Form- Supervisor Role



Special Categories

- ☐ NAM/ISSO/FAM
☐ Authorized to Release Pay Related Transactions?

- ☐ Reports Administrator?
☒ Access to PRA Sensitive Records?

ERM Application(s) Access List

Select All De-Select All

Find | View All | First 1 of 1 Last

Select ERM Application

☐

Web AdHoc Access

☐ Access to Web AdHoc?

Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

Empl ID: 2 [REDACTED]

CIMS UIC Access

UIC Access

Personalize | Find | View All | First 1 of 1 Last

Department ID Activity Long Title

5 [REDACTED] MIL COMMUNITY MGMT MILL TN

OK

Cancel

-Click on CIMS UIC ACCESS

- Verify all UIC's needed are submitted.



SAAR Form- Supervisor Role



Supervisor Details - SAAR Form

Name: *

(Last,First Middle)

Email Id:

Official Email Address

Contact Phone: *

- Your information should already be prepopulated /
click approve

- Check the CIMS Super FAM Primary

Verified / Approve

[Deny Request](#)

Select	Name	UIC	Command	Role Name
<input type="checkbox"/>	CIMS Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	CIMS Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	SEAL SWCC NSW SuperFAM Primary	00074	COMNAVSPECWARCOM	Man Power & Personnel FAM
<input type="checkbox"/>	NSIPS/ESR Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	SEAL SWCC NSW SuperFAM Second	3593A	CENSEALSWCC SAN DIEGO CA	Man Power & Personnel FAM
<input type="checkbox"/>	NSIPS/ESR Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM

Note:

Operator(s) displayed in this style are the Manpower & Personnel FAM(s)/ISSO(s)/NAM(s) and transactions can be routed to them if there are no Local FAM(s)/ISSO(s)/NAM(s) set-up for your Activity.

OK

Cancel



SAAR Form- Supervisor Role



- Questions please call NCC(SW/AW) Chris Kinstle- 901-874-2533 or email christopher.kinstle@navy.mil